

Visayas State University  
OFFICE OF THE PRESIDENT  
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)  
INFORMATION OFFICE

I, ULDERICO B. ALVIOLA, OIC of the Information Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2020.

**ULDERICO B. ALVIOLA**  
Head, Information Office  
Date: \_\_\_\_\_

**SANTIAGO T. PEÑA, JR.**  
Executive Assistant  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
OPMFO 8 Information and Web Services											
IO MFO 1. Administrative Support Services											
	PI 1: Preparation of official communications/documents	SMCLemos	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents	25	5	5	5	5.00	All documents processed	
	PI 2: Efficient and customer friendly assistance	SMCLemos	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Zero complaints	



	PI 3. Facilitate tour guiding	SMCLemos	Campus tour for visitors	Number of tours facilitated	1	5	5	5	5.00	Facilitated tour requests
<b>IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)</b>										
	PI 1: Documentation of university activities/events	UBAlviola, IMAmora, SMCLemos	Documentation and publication of VSU and related events and developments	All events and developments documented should be published either on print, web, and other media	10	5	5	5	5.00	All university activities covered and documented
		IMAmora, SMCLemos	Proper archiving of photos and videos	Photos and videos organized by folder by year, month, and day	20	5	4	4	4.33	Photos archived in the VSU Information Office
	PI 2. Newsletter printing	UBAlviola, IMAmora	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles) produced					0.00	All Obelisk issues archived in the Information Office
		UBAlviola, IMAmora, SMCLemos	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month					0.00	All VSU offices received their Obelisk copies
	PI 3: Publishing of news articles and bulletins of the Office of the President	UBAlviola, IMAmora	Articles posted on the VSU website	Four articles uploaded at the VSU website per month	19	5	4	5	4.67	All Obelisk articles published online
	PI 4: Production of videos and other multimedia materials for promotions of the University	UBAlviola, IMAmora	Number of videos and other multimedia		5	5	5	5	5.00	Videos uploaded in the VSU website.



PI 4: Design and production of tarpaulin for posting in different areas of the university.	UBAlviola, IMAmora, SMCLemos				10	5	5	5	5.00	All tarpaulins and IEC materials posted in its designated posting areas
<b>IO MFO 3. Innovation and Best Practices Management</b>										
PI 1: VSU website articles shared at the VSU Workplace portal	UBAlviola, IMAmora	Obelisk articles shared at VSU Workplace group "VSU Stories" upon publication at the VSU	Upon consolidation of all edited articles		24	5	5	5	5.00	All Obelisk articles shared in the Workplace
PI 2: Obelisk issues laid out and sent through supplier for printing	UBAlviola, IMAmora	Obelisk layout sent via email for printing			6	5	5	5	5.00	All Obelisk articles laid out in Corel Draw
PI 3: Obelisk online news articles and bulletins uploaded in social media platforms of the university	UBAlviola, IMAmora, SMCLemos	Compiled Obelisk articles sent			24	5	5	5	5.00	All Obelisk articles compiled
PI 4: Videos, graphics and multimedia materials uploaded in Youtube and Facebook	UBAlviola, IMAmora, SMCLemos	VSU website articles converted to Instant Articles			24	5	5	5	5.00	All Obelisk articles converted to Facebook instant articles
Total Over-all Rating									59.00	
Average Rating						0.00	0.00	0.00	4.54	
Adjectival Rating						OUTSTANDING				

Rated by:

**SANTIAGO PEÑA, JR.**

Executive Assistant

Date: \_\_\_\_\_

Calibrated by:

**REMBERTO A. PATINDOL**

VP for Administration and Finance

Date: \_\_\_\_\_

Approved:

**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_